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1.0 Policy:

To ensure that information technology solutions are selected through making data entries from various departments.

2.0 Applicability:

It is applicable for the following department.

RECEPTION MODULE:

Reception is the first point of interaction for anybody coming to the hospital. It has all the information of the patients, doctors, departments and activities of the hospital. All enquiries and appointments are scheduled through this module. This module comprises the following components,

- § Patient Enquiry
- § Consultant Enquiry
- § Inpatient Enquiry

REGISTRATION MODULE:

This module helps in registering information about patients and handling both IPD and OPD patient's Query. A UHID No. is generated for each Patient after registration. This helps in

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implementing customer relationship management and also maintains medical history of the patient.

This Module Facilitate the following option

- § Registration
- § Refund
- § Find Patient

REPORTS:

1) All Registrations
2) Referred Doctors
3) Registration Collection Report
4) Cancel/Refund Registration Report

ADMISSION:

This module helps in Admission information about patients and handling IPD Patient's Query. A Unique IPID is generated for each patient after admission. The Admission system is the central control of all room allocations. The Admission system displays the status of all the beds of all wards in the hospital

Module Facilitate the following options,

- § Admit Patient

§ Admission Cancellation

§ Patient Transfers

§ Intimation from wards

§ Find Patient

REPORTS:
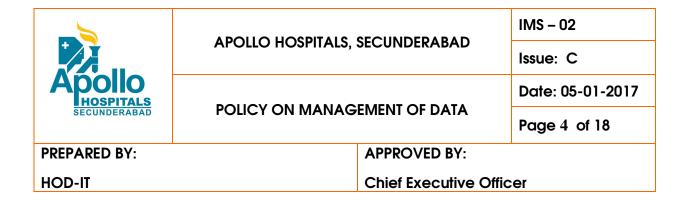
1) Daily Occupancy Report
2) Doctor Wise Admission
3) Company Wise Admission
4) State Wise Admission
5) City Wise Admission
6) Country Wise Admission
7) Vacant Bed Status

OP BILLING MODULE:

The OP Billing module is used to generate bill for OP Patient with reference to he test, health checkup, consultant fee etc.

Module Facilitate the following options,

§ List of all OP Bill

§ Main Bill

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§   Old Bill Option

REPORTS:

1) Credit Bill Information Report
2) Doctor Consultation/Test Report
3) Department Wise Test/Package Information
4) Discount Details

5) Package Information
6) Cancel Bill Detail Report
7) Daily Collection Report
8) Doctor Wise Test Report
9) Department Wise/Specialization Wise Test Report
10) Free Bill Statement Report

IP BILLING:

IP Billing module is generated bill for all Inpatients. It takes into account the complete billable information right from the admit date time to the discharge date time. It performs the calculation of the total amount to be paid by the patient taking into consideration the various billable services, indents & requisition orders.

Module Facilitate the following option:

§   Inpatient Bill
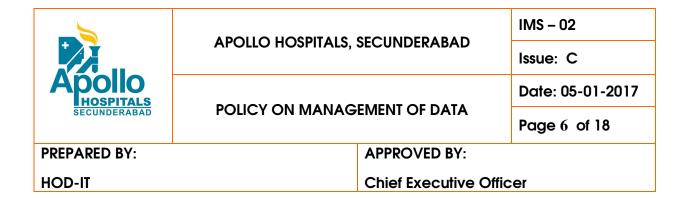
- Deposit
- Final Statement
- Readmission
- Find Patient

REPORTS:

1) Payable Report
2) Cashier's Collection Summary
3) Daily Collection Summary
4) Daily Doctor Fee Collection
5) Doctor's Fee Payment Report

WARDS:

This module handles all the processes involved in the daily transactions that occur in a ward. These transactions involved Test Requisition placed for the patients medicine indent from ward to IP Pharmacy and other consumables consumed by the patient, Bedside procedures performed, Diet form and Diet Chart request, Transfers/Discharge Intimation, Medical equipment and recording all the visits by the doctor.

Module Facilitate the following Options,

- Test Request
- Drug Order
- Drug Return
- Lab Results

§ Consumables

§ Transfers/Discharge Intimation

§ House Keeping Intimation

§ Diet Form

§ Diet Chart Request

OPERATION THEATRE (OT) MODULE:

The OT module maintains record of the operations under the Patient. This module has the ability to manage Operation theatres from Scheduling of Operations to tracking of consumables or drugs used in the operation. It maintains the name of the surgeon / consultant performing the operation, detail of Anesthesia, equipment used. It has the facility to Interface to the Patient billing to capture all services to a Patient as well as materials and consumables used.

Module Facilitate the following option,

§ Utilization

§ Scheduler

§ IP Test

§ OP Test

REPORTS:

1) OT Done List

2) Equipment Usage Report

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3) Surgery Details

4) Department Wise No of Surgeries

5) Scheduler Report

LABORATORY:

This Module facilitates the user in displaying and printing various test requisitions received from different wards and outpatients. It shows the status of the tests, samples, test results, report generation of the test result etc. It also helps to view the entire clinical history of the patient.

The following several different Labs for which the lab module can be configured to meet the requirements.

1) Bio-Chemistry

2) Blood Bank

3) Blood Bank-Hematology

4) Cytology

5) Clinical Pathology

6) Coagulation

7) Hematology

8) Histopathology

9) Lab Outside

10) Microbiology

11) Tissue Typing & Immuno Serology

OP PHARMACY:

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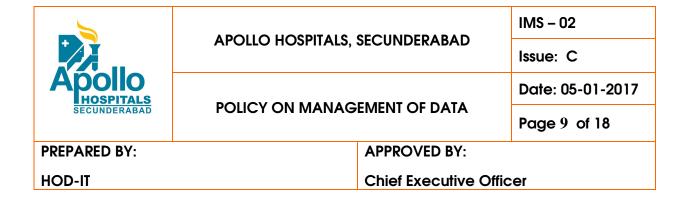| PREPARED BY:	APPROVED BY:
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Outpatient Pharmacy module addresses the maintenance of inventory for drugs and other pharmacy items of an outpatient pharmacy. The major functions of OP pharmacy are supply specification, receiving, inventory control, dispensing of medicine according to prescription of physicians and billing.

Module Facilitate the following options,

1) To Maintenance the,

- § Item Sub-Store
- § Loss/Breakage/Expiry
- § Department Master
- § Adjustment Receipt
- § Adjustment Issue

2) Store Returns

3) To Issue the

- § Indent Issue without order
- § Retailing
- § IP Miscellaneous

4) Receipts Include

- § Indent Receipts
- § Indent Receipts without order

REPORTS:

1) Stock Queries

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2) Issues

3) Receipt

4) Transactions

IP PHARMACY:

This module facilitates dispensing of pharmacy items to Inpatients. It communicates with wards and billing. This module aids the pharmacists of Inpatient pharmacy in dispensing prescriptions sent by the ward. The Nurse places an order to the pharmacy based on the doctor's prescription for patients. The prescription appears in the pharmacy module. Any new/misspelled drug ordered by the nurse is mapped to the existing drugs. If it is new drug and does not exist it is added in the pharmacy stores.

Module facilitate the following options,

   1) To Maintenance the,

     § Item Sub-Store

     § Loss/Breakage/Expiry

     § Adjustment Receipt

     § Adjustment Issues

     § Check Stores Stock

   2) Indent Orders

   3) Returns Includes,

     § Store Return

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§ IP Returns from Ward

§ Department Issues

4) Receipts Includes,

§ Indent Receipts

§ Indent Receipts without order

REPORTS:

1) Stock Queries
2) Issues
3) Receipts
4) Transactions

DIET & NUTRITION:

This module facilitates the dietician to given diet as prescribed by the doctor and gives the information about patient diet during his stay in the hospital. It also facilitates dietician to given diet as per patient physiological condition as prescribed by the doctor. Allows the maintenance of diet scheduling diet chart request and help Diet & Nutrition department in their workflow management.

Module facilitates the following option.

§ Diet Order

§ Diet chart Request

§ Find the patient

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REPORTS:

      1) Liquid Diet Chart

      2) Night Log Book

      3) Patient Diet List

HOUSEKEEPING MODULE:

This module facilitates the status of the beds and rooms that needs to be attended by housekeeping department. Discharged and transfer of patients are flagged in this module. So that Housekeeping immediately clean and make room ready for the next patient.

Module facilitates the following options,

          §   Vacate Bed

          §   Guest Laundry Billing Order

REPORTS:

      1) Analysis

      2) Occupancy Status Report

MEDICAL RECORDS:

This module gives the users the ability to quickly and efficiently identify and locate the physical location of a medical record within the Medical Records Department. It allows the facility to provide a summary of patient diagnosis, procedures performed by the Medical Records

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Department. This module has the capability to procedure the necessary. Medical Reports for both Inpatient and outpatient details. It also provides a dynamic reporting tool to produce variety of reports needed.

Module facilitate the following options,

- § Registration
- § Find Patient
- § IPNO query
- § Add Country/State/City/District
- § Case sheet Issues/Receive/Transfer

REPORTS:

1) Admission Report

2) Discharge Report

3) Weekly Admission report

4) Weekly Registration Report

5) Ward wise Admission with consultant Report

6) Ward wise Discharge with consultant Report

7) Expired Patient List

8) Ward wise Occupancy

9) Department wise Occupancy

10) Country wise Inpatient Report

11) Company wise Inpatient Report

12) Doctor wise Admission Report

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QUALITY DEPARTMENT

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13) Department wise Admission Report

14) Country wise Registration/Admission Report

15) Department wise summary report both IP and OP

16) Case sheets Issue Report

17) Not Received Case Sheets

18) Doctor Wise/Department wise Issue Report

19) Date wise Issues

20) Patient's History

MATERIALS:

MAIN STORE:

This System includes the purchase department sub-stores (like wards, departments etc) in the hospital making consumption and distribution of medical and non-medical materials easy to handle. The appropriate reports stock of materials at different stores can be checked and maintained.

Module facilitate the following options,

It is to maintain the

- § Item
- § Purchase Requisition
- § Purchase Requisition Approval
- § SRV with order
- § SRV without order

§ Purchase Receipt for Departments

§ Purchase Receipt against Consignment

§ SRV Settlement Data Entry

REPORTS:

1) Purchase Receipts Report Include,

§ SRV Settlement

§ Purchase Summary

§ Item Purchase Details

§ Day Book of SRV's

§ SRV Summary

§ Store wise Item Consumption

§ Supplier wise SRV summary

§ Supplier wise Purchase Summary

2) Issues Reports Includes,

§ Daily Book of Departmental Issues

§ Department wise, Item wise Consumption

§ Department wise Consumption

§ Department wise, Store wise Summary Report

3) Consignment Reports Includes,

§ Consignment Consumption

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    §   Consignment Receipt Ledger

PHLEBOTOMY:-

Phlebotomy department is involved in collecting samples required from the patients for the investigations that have to be mapping the samples to the respective patients and the respective labs is captured in the module.

Module facilitate the following options,

    § Phlebotomy

    § Report Dispatch

    § Report Status

MIS:

Management Information System enables the user to retrieve information from the database in a user-defined format. Different MIS reports are provided at module level and centrally for use by the management.

MIS Reports include:

- ♦ 1) Bill wise
  - § Inpatient Bill Raised
  - § Inpatient out standing bills
  - § Company wise Bill Raised

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- § Company wise Revenue
- § Company wise Discharges

♦ 2) Doctor Wise

- § Collection Report
- § Hospital Utilization Report
- § No of Tests

♦ 3) Collection Includes

- § Refund Advance Deposits
- § Deposits
- § Receipt
- § Refund
- § Refund after Discharge
- § Discount

♦ 4) Department wise

- § Test Statistics
- § Collection Statistics
- § Performance Report
- § Package Bill

♦ 5) Day wise

- § Test Requisition
- § Performance Indicators
- § Echo Reports

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- ♦ 6) OT Utilization Report

  - § OT Utilization(surgeon)
  - § OT Utilization(Theater)
  - § OT Utilization(Surgery)

ADMINISTRATION MODULE:

This module handles multilevel security of eHIS-IT Division. So that every entry of each department masters and transaction can be traced. The master tables for all modules are created / modified through this module. The module gives the user options to configure and limit user's access of application.

Module facilitate the following option

- § Bed, Bed type, Station, Station type Creation
- § To be add employee Name, Doctor Name, Department Name
- § Password Deletion
- § Add the surgery, Test name, Cath Procedures, Physio Therapy Procedures, Profile name, Ward consumables

- § Master Data Maintenance
- § Package Deal
- § Tariff Maintenance

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2 b.   Resources : Resources required for data management are identified in terms of men, material and other resources. These are procured in a timely way and monitored for its effective utilization.